

# PDREP TRAINING PQDR Navigation



# **Objectives**

- Perform Advanced PQDR Management Functions
- Manage PQDR Worklists
- Navigate Throughout the PQDR Module
- Understand Functions at Higher Access Levels



#### **Accessing PDREP**

#### www.nslcptsmh.navsea.navy.mil





#### PDREP Home Page





To gain access to PDREP you will be required to submit a User Access Request Form.

#### NAVICP Defective Materials Summary (DMS)

PREP is an automated information system designed to track quality and delivery performance on Bulletins material/services procured by the Navy. Data is collected from all Naval Systems Commands Computer Based Training Conference Information on a daily basis and is maintained in the following records on the database: Contractor CAGE Quarterly Newsletters Information, Debarment/Suspension, Contract Delivery Data, DLA Contractor Alert List, GIDEP. User Access Request Alerts, Material Inspection Records, Product Quality Deficiency Reports, Qualified Product List, Special Working Groups Quality Data, Surveys, and Test Reports. The application offers a wide selection of standard, Privacy/Security Notice management, and graphical reports. Also, a powerful Ad-Hoc feature allows users to design their own US Navy Website reports. Navy Jobs

PDREP Brochure

Download Adobe Acrobat Reader

Prime Contractor Partnership Brochure

Logon

Click

Access Request Form



Supplier Audit BIC PODR

Products and Services:

CPARS

PPIRS

Accessibility



# **Logging In**

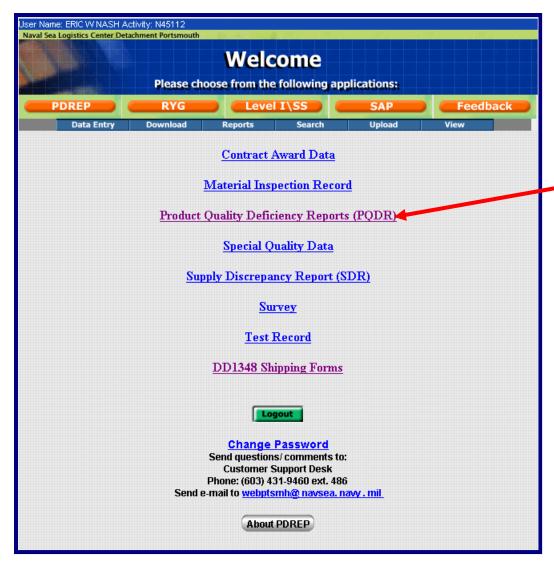
#### **Enter User ID and**

This System is	ur : NC-ASSLEED USE ONLY!
PDREP APPL	ICATIONS LOGIN AREA
USER ID :	ABCDE
PASSWORD:	*****
	kpgin Audit
	Forgot Password? Reset Home
	DoD WARNING
	ing all related equipment, networks and network devices (specifically including internet access), are provided bred for all lawful purposes, including to ensure that their use is authorized, for management of the system, to
	es, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or
	ed, recorded, copied and used for authorized purposes. All information, including personal information, placed , authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject
	itoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to
n n	nonitoring for these purposes.
MESSAGES:	The BDDCD (undication will be unavailable during the
WESSAGES.	The PDREP Application will be unavailable during the
	following routine maintenance periods (EST):
	- Weekly Friday 11:00PM to Saturday 6:00AM
	- Monthly Last Saturday between 7:30AM and 12:30PM

**Password - 8 to 15 Characters Alphanumeric** 



#### **Welcome Page**



Click PQDR



#### **Screen Conventions**







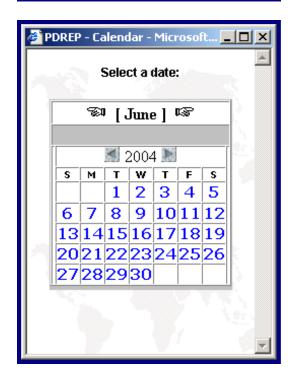
- Use "Back" Button on PQDR Screens, Not Your Browser's "Back" Button
- "Print" Button Prints Contents of Screens Where It Appears

Links Appear in Blue



#### **Screen Conventions**





 Date Fields Have Calendar Buttons

 Enter Date Manually or Click Calendar Button to Select Date



# **PQDR Navigation**

PQDR H	IOME PAGE
Choose a PQDR Link	
Create New PQDR	Create a new PQDR record. The user must supply an RCN number
Search for Existing PQDR	Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.
WORKLIST (Select RCN From List)	View all of the PQDRs that currently require attention for a given user and\or DoDAAC. You may select any PQDR from this list for viewing\editing
Clone PQDR	Create a new PQDR that includes data from an existing PQDR.
EZPQDR WORKLIST	View and Process PQDRs that were initiated by non- PDREP Originators using the EZPQDR system (Globally Accesible Deficiency Report Origination System). This feature is only available for Screening Points that belong to one of the default Navy or Marine activities.
Choose a Search Link	
Advanced Search	Locate PQDRs that are no longer on your worklist. Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.
CDCS Search	Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.
DCMA Search	Search PQDRs based on Year, Fiscal Quarter, Region, Activity.
DFAS Search	Same as Advanced Search but with DFAS data in the result set.
End Item Search	Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.
NIIN\Contract Search	Search PQDRs based on NSN related criteria.
	Home

#### • Functions:

- Create, Search and Manage PQDRs
- View Worklists
- Search Tools



# **Search for Existing PQDR**

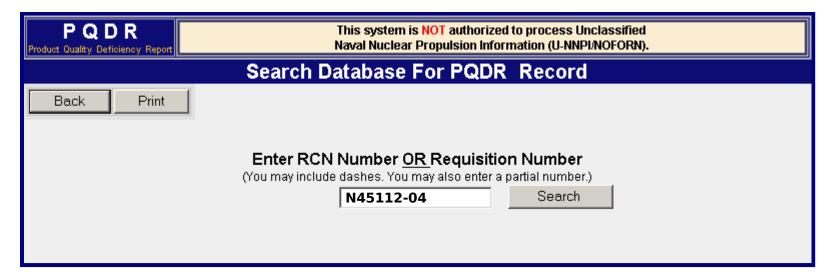
	PQDR HOME PAGE
Choose a PQDR Link	
Create New PQDR	Create a new PQDR record. The user must supply an RCN number
Search for Existing PQDR ◀	Coarch for a specific record by RON or Requisition number. If the
	PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.
Select RCN From Worklist	View all of the PQDRs that currently require attention for a given user and\or DoDAAC. You may select any PQDR from this list for viewing\editing
Clone PQDR	Create a new PQDR that includes data from an existing PQDR.
GADROS Worklist	View and Process PQDRs that were initiated by non-PDREP Originators using the GADROS system (Globally Accesible Deficiency Report Origination System). This feature is only available for Screening Points that belong to one of the default Navy or Marine activities.
Choose a Search Link	
Advanced Search	Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.
CDCS Search	Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.
DCMA Search	Search PQDRs based on Year, Fiscal Quarter, Region, Activity.
DFAS Search	Same as Advanced Search but with DFAS data in the result set.
End Item Search	Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.
NIIN\Contract Search	Search PQDRs based on NSN related criteria.

# Look Up A Specific RCN

Click "Search for Existing PQDR"



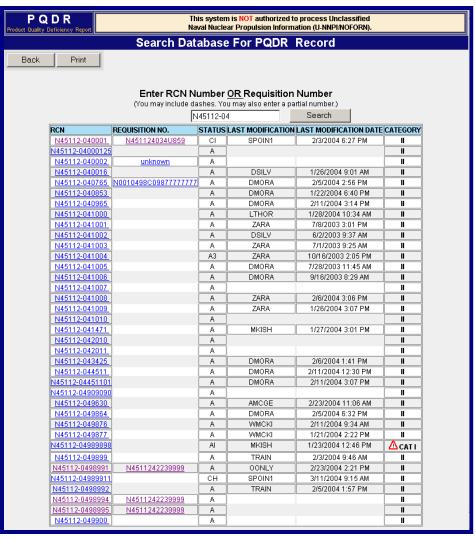
# **Search for Existing PQDR**



- Enter at Least 8 Characters of RCN or Requisition
- Click "Search"



### **Search for Existing PQDR**



# List of All PQDRs Matching Partial RCN or Requisition

 Click an RCN or Requisition No. to View PQDR



#### **Select RCN From Worklist**

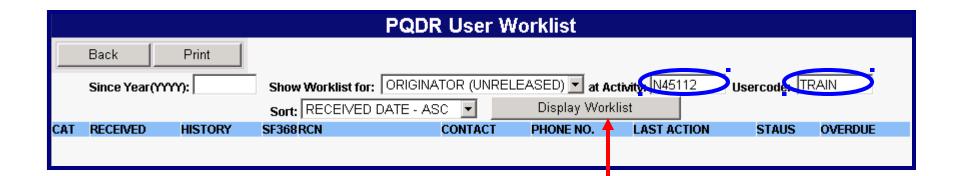
	BODD HOME BACE
	PQDR HOME PAGE
Choose a PQDR Link	
Create New PQDR	Create a new PQDR record. The user must supply an RCN number
Search for Existing PQDR	Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.
Select RCN From Worklist	View all of the PODPs that currently require attention for a given
	user and\or DoDAAC. You may select any PQDR from this list for viewing\editing
Clone PQDR	Create a new PQDR that includes data from an existing PQDR.
GADROS Worklist	View and Process PQDRs that were initiated by non-PDREP Originators using the GADROS system (Globally Accesible Deficiency Report Origination System). This feature is only available for Screening Points that belong to one of the default Navy or Marine activities.
Choose a Search Link	
Advanced Search	Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.
CDCS Search	Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.
DCMA Search	Search PQDRs based on Year, Fiscal Quarter, Region, Activity.
DFAS Search	Same as Advanced Search but with DFAS data in the result set.
End Item Search	Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.
NIIN\Contract Search	Search PQDRs based on NSN related criteria.

#### View and Manage PQDRs From Worklists

Click "Select RCN From Worklist"



#### **PQDR Worklists**

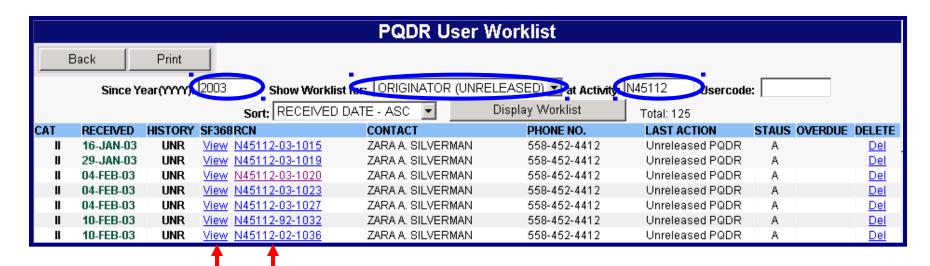


- Enter Worklist Criteria
  - Must Enter Activity and/or User Code
    - Click Display Worklist



### **PQDR User Worklist**

# Filters By Year, Level, Activity and User Code



Click "View" to See SF-368
 Formatck RCN to Open the PQDR

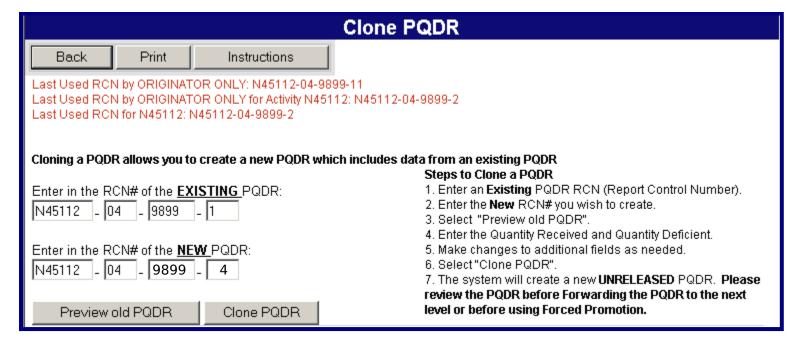


	PQDR HOME PAGE
	•
Choose a PQDR Link	
Create New PQDR	Create a new PQDR record. The user must supply an RCN number
Search for Existing PQDR	Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.
Select RCN From Worklist	View all of the PQDRs that currently require attention for a given user and\or DoDAAC. You may select any PQDR from this list for viewing\editing
Clone PQDR	Create a new FQDR that includes data from an existing FQDR.
GADROS Worklist	View and Process PQDRs that were initiated by non-PDREP Originators using the GADROS system (Globally Accesible Deficiency Report Origination System). This feature is only available for Screening Points that belong to one of the default Navy or Marine activities.
Choose a Search Link	
Advanced Search	Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.
CDCS Search	Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.
DCMA Search	Search PQDRs based on Year, Fiscal Quarter, Region, Activity.
DFAS Search	Same as Advanced Search but with DFAS data in the result set.
End Item Search	Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.
NIIN\Contract Search	Search PQDRs based on NSN related criteria.

# Create New PQDRs Based on Existing PQDRs

Click "Clone PQDR"





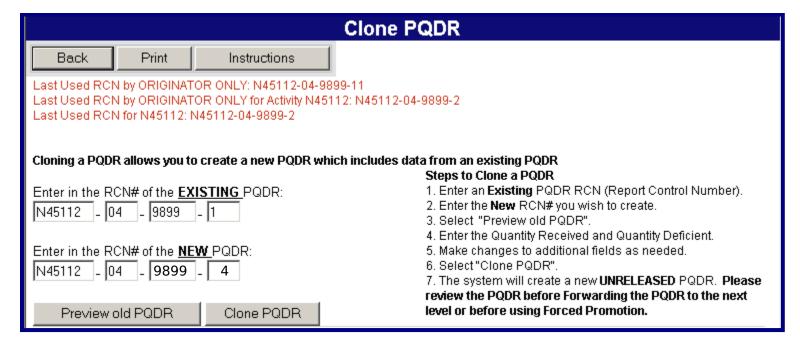
- Click "Instructions" to See Steps to Clone a PQDR
- Enter RCN of the Existing PQDR to Clone
- Enter RCN for New PQDR
- Click "Preview Old PQDR"



Preview for RCN: N45112-04-989	9-1
(M) - MANDATORY FIELDS	
(M) NSN:	COG 1H (M)FSC 4820 NIIN 013409941 SMIC X5
(M) NOMENCLATURE:	
(M) QUANTITY:	(M)Received 0 Inspected 0
	(M)Deficient 0 In Stock 0
UNIT COST:	\$ 0.00
UNIT OF ISSUE:	EA-EACH 🔻
CAGE CODE:	ABC12
	ACME MACHINE AND TOOL CO INC
	100 MAIN STREET PHILADELPHIA, PA 19144
SHIPPER CODE:	N00104
	NAVAL INVENTORY CONTROL POINT
	5450 CARLISLE PIKE MECHANICSBURG, PA 17055-0788
SERIAL/LOT/BATCH/HEAT TYPE:	L-LOT NUMBER
SERIAL/LOT/BATCH/HEAT NUMBER:	235964-03
CONTRACT NUMBER:	
(M) CONTRACT ITEM NUMBER:	
	Contract Number not provided/unknown.
(M) REQUISITION NUMBER:	N4511242239999
	Requisition Number not provided/unknown.
PURCHASE ORDER NUMBER:	Trequisition Number not provide a animown.
(M) DESCRIPTION OF DEFICIENCY:	TESTED UNITS FAILED PRESSURE TEST AT
	450PSI.
	▼
(M) DEFECT ATTRIBURE CODE(S):	-CHOOSE- Add Code
	Code Literal Delete
	2AM MECHANICAL Delete OPERATIONAL
	MALFUNCTION
	3AL MECHANICAL Delete
	TESTING

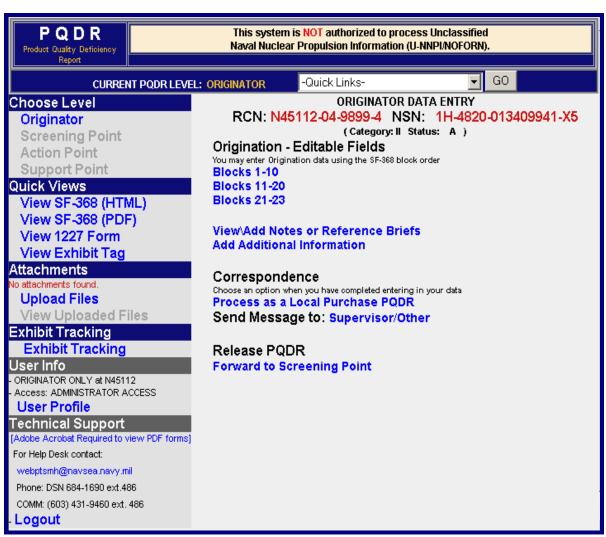
- Enter Quantities Received and Deficient
- Review Other Fields and Make Changes As Needed





- Click "Print" to Print Page for Reference if Desired
- Click "Clone PQDR" to Complete
- PQDR Base Page for New PQDR Will Display

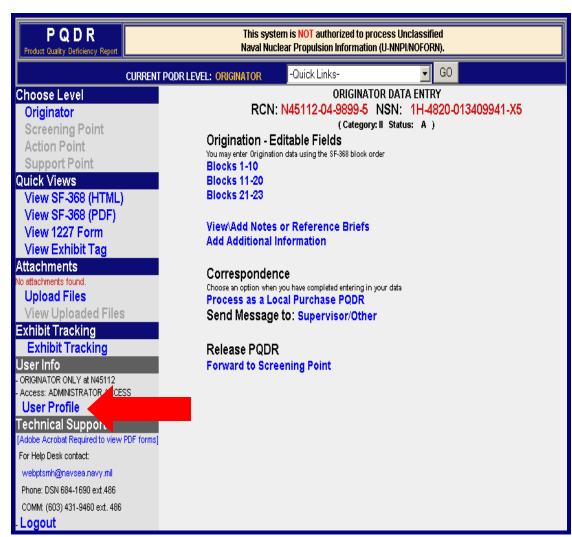




- Review Cloned PQDR
- Edit As Needed or Forward



#### **User Profile**

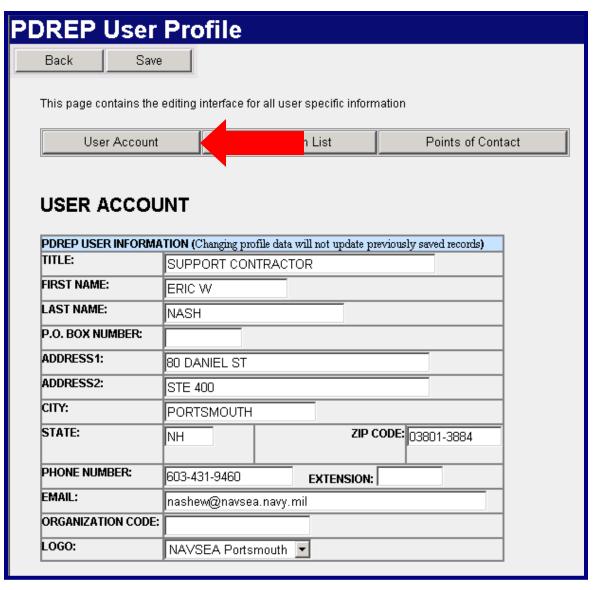


#### **Set Up User Profile**

Click "User Profile"



#### **User Profile- User Account**

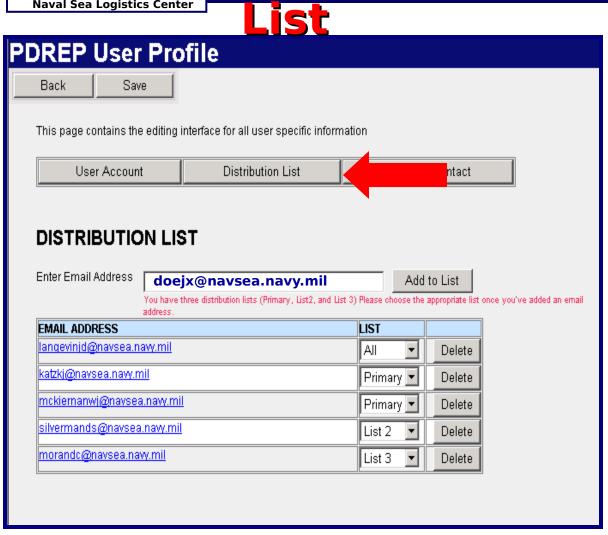


# Access Your User Contact Information

Click "User Account"



#### **User Profile- Distribution**



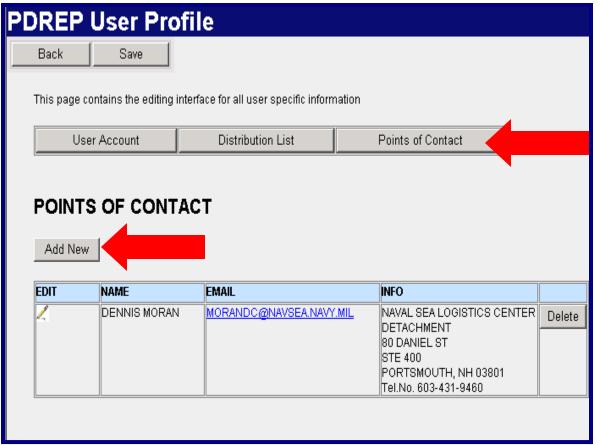
# Set Up E-mail Distribution Lists

Click "Distribution List"



#### **User Profile- Points of**

#### Contact



# Set Up Points of Contact

- Click "Points of Contact"
- Click "Add New"



#### **User Profile- Points of**

**Contact** 

	3 3 1 1 3 3 1 3 3
Save	Close
ADD/EDIT NEW PO	DINT OF CONTACT (* REQUIRED FIELDS)
*POC NAME:	DENNIS MORAN
CONTACT TYPE:	Government 🔻
ACTIVITY:	N45112 Auto Fill Activity
COMPANY NAME:	NAVAL SEA LOGISTICS CENTER DETACHMEN
ADDRESS 1:	80 DANIEL ST
ADDRESS 2:	STE 400
сіту:	PORTSMOUTH
STATE:	NH ZIP CODE: 03801
PHONE NUMBER:	603-431-9460
FAX NUMBER:	603-431-9464
EMAIL:	MORANDC@NAVSEA.NAVY.MIL

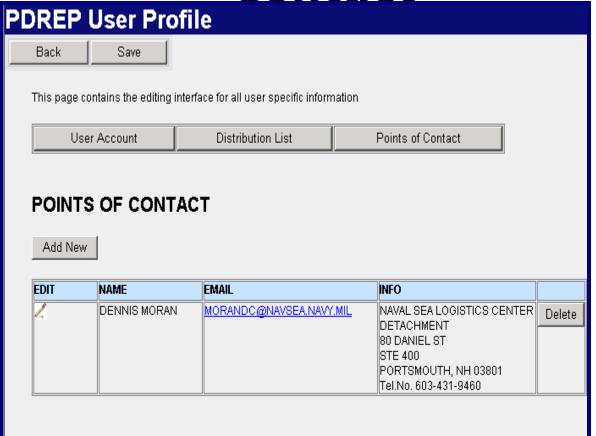
Enter or Edit POC
 Activity and
 Contact Information

 Activity or Contractor Address Info Auto-Fills From DODAAC or CAGE



#### **User Profile- Points of**

Contact



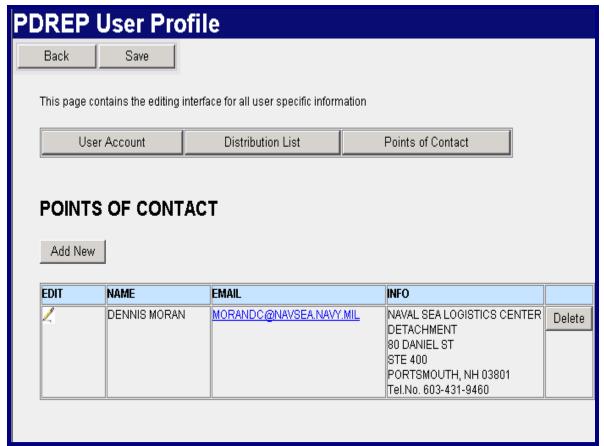
 Click "Edit" Icon to Edit Contact

Click E-mail Address to Send Mail

Click "Delete" to Remove Contact



#### **User Profile**



 Click "Save" to Save Profile

 Click "Back" to Return to PQDR Base Page



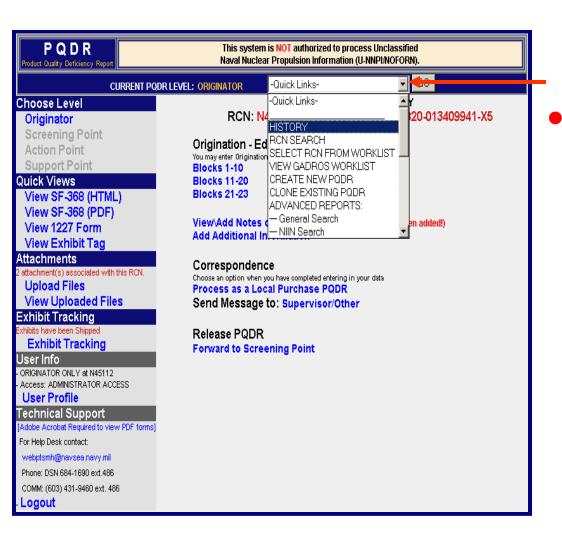
#### PQDR Base Page



- Quick Links-Shortcuts to Other PQDR Functions
- Links to Blocks on PQDR
- Add Notes and Additional Information
- Links for Correspondence and Release of PQDR



#### PQDR Base Page



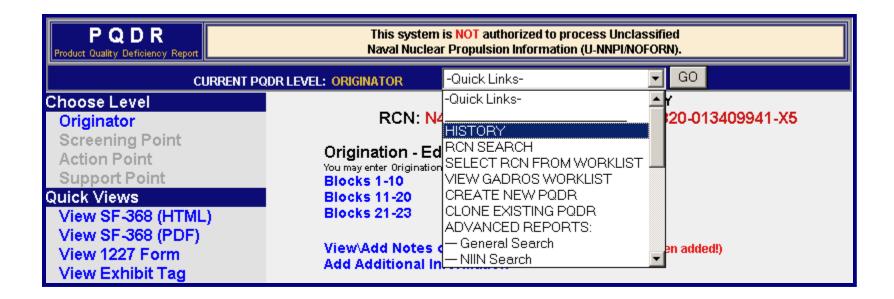
#### Quick Links-Shortcuts to Other PQDR Functions

Click Down Arrow to See -Quick Links-Menu



# **Quick Links- History**

#### **View History of Current PQDR**



Select "HISTORY" From Quick Links Menu



# **PQDR History**

ack PQDR							
Close POC Info for RC	N: NAA1A4.A4.A9	187					
ORIGINATOR POC		SCREENING POC		ACTION POO		SUPPORT POC	
DODAAC: N001 NAVAL INVENTO POINT 5450 CARLISLE: MECHANICSBU 0788 webptsmh-apps@ Phone: X  History for RCN: To PRINT letter gener	04 DRY CONTROL PIKE IRG, PA 17055- Phavsea navy mil  N00104-04-098 rated from a link: Rig	DODAAC: N00104 NAVAL INVENTOR POINT 5450 CARLISLE PII MECHANICSBURG 0788 webptsmh-apps@ne Phone: X	Y CONTROL  KE G, PA 17055-  rysea_navy_mil  t "Print" from the	DODAAC: NAVAL INV POINT 5450 CARL MECHANI 0788 webptsmh-a Phone: X	ENTORY CONTROL  ISLE PIKE  CSBURG, PA 17055-  pps@navsea.navy.mil	DODAAC: N45112	
Date Released	From Activity		PDREP Cor		orrespondence\Messag	ge	
02/05/2004	N00104			U	NRELEASED PQDR		
02/05/2004	N00104	N00104	FOCALPOI MAJORAC		Forced PQDR - Action Point level		
02/05/2004	N00104	N45112	DENNIS M		ORWARDED BY ACTION HECK THIS ITEM	N POINT TO SUPPORT POINT	
02/05/2004	N45112			_	CREENING LETTER AN Generated and Sent by 2		

- History Shows POC Info and Editing History for PQDR
- Can Open and Print Letters Associated With PQDR



# **PQDR History**

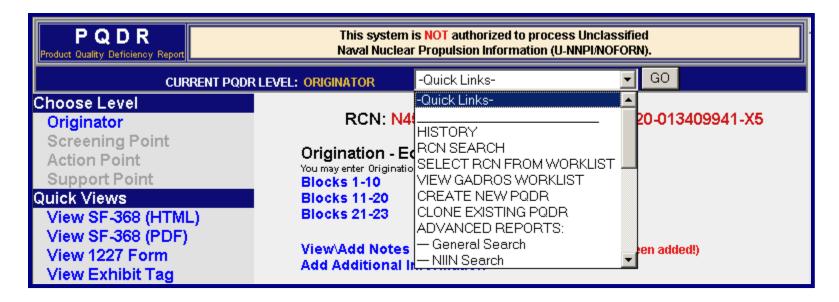
POC Info for RCI	N: N00104-04-09	987				
ORIGINATOR POC		SCREENING POC		ACTION POC		SUPPORT POC
FOCALPOINT MAJORACTIVITY		FOCALPOINT MAJORACTIVITY		FOCALPOINT MAJORACTIVITY		DENNIS MORAN C
DODAAC: N00104		DODAAC: N00104		DODAAC: N00104		DODAAC: N45112
NAVAL INVENTORY CONTROL		NAVAL INVENTOR	NAVAL INVENTORY CONTROL		CONTROL	NAVALISEA LOGISTICS CENTER
POINT		POINT		POINT		DETACHMENT
5450 CARLISLE PIKE		5450 CARLISLE PIKE		5450 CARLISLE PIKE		80 DANIEL ST
MECHANICSBURG, PA 17055-		MECHANICSBURG, PA 17055-		MECHANICSBURG, PA 17055-		PORTSMOUTH, NH 03801-3884
0788		0788		0788		morandc@navsea.navy.mil
webptsmh-apps@	navsea.navy.mil	webptsmh-apps@navsea.navy.mil		webptsmh-apps@navsea.navy.mil		Phone:215-443-0000 X 471
Phone: X		Phone: X		Phone: X		
	N00104-04-098		"Print" from the I			
To PRINT letter gener To go BACK to the Hi	ated from a link: Rig story page from the	letter: Right-mouse click				
To PRINT letter gene To go BACK to the Hi Date Released	ated from a link: Rig story page from the From Activity	letter: Right-mouse click	and select "Back" PDREP Cor	ntact Correspond	ence\Messag	je
To PRINT letter generation of BACK to the History Date Released 02/05/2004	ated from a link: Rig story page from the From Activity N00104	letter: Right-mouse click To Activity	PDREP Cor	tact Correspond	ED PQDR	
To PRINT letter gene To go BACK to the Hi Date Released	ated from a link: Rig story page from the From Activity	letter: Right-mouse click		Correspond UNRELEASI NT Forced PQD		
To PRINT letter generation of BACK to the History Date Released 02/05/2004	ated from a link: Rig story page from the From Activity N00104	letter: Right-mouse click To Activity	PDREP Cor	Correspond   UNRELEASE   NT	ED PQDR R - Action Poi D BY ACTION	
To PRINT letter gener To go BACK to the Hi Date Released 02/05/2004 02/05/2004	rated from a link: Rig story page from the From Activity N00104 N00104	To Activity  N00104	FOCALPOI MAJORACI	NT Forced PQD FIVITY DRAN C FORWARDE CHECK THIS SCREENING	ED PQDR R - Action Poi D BY ACTION S ITEM	int level N POINT TO SUPPORT POINT D FISC NOTIFICATION

- Click Any E-mail Address or Contact to Send E-Mail
- Click "Close" to Return to PQDR Base Page



# **Quick Links**

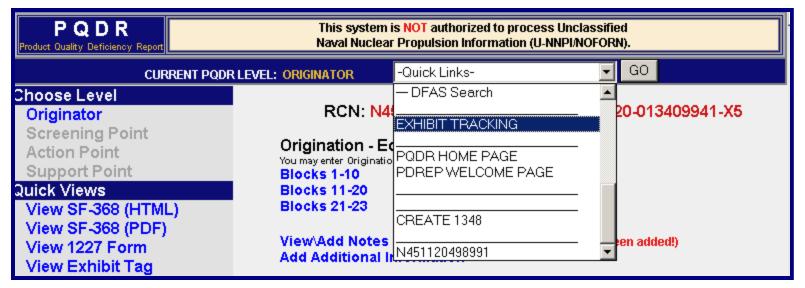
#### **Shortcuts To:**



- Options From PQDR Home Page:
  - RCN Search and Worklists
  - Create and Clone PQDRs
  - Advanced Reports



### **Quick Links**

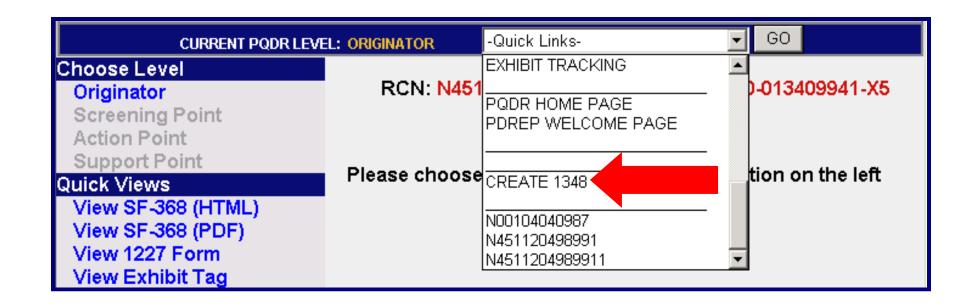


- Shortcut to Exhibit Tracking From PQDR Base Page
- Shortcuts to PQDR Home Page and PDREP Welcome Page
- Shortcut to Create 1348 From PDREP Welcome Page
- Shortcut to Any PQDR Viewed Since Last Login



#### **Quick Links- Create 1348**

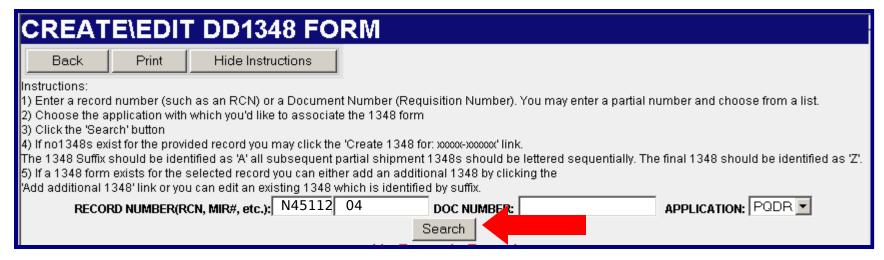
#### **Create a DD1348 Shipping Form**



Select "Create 1348"



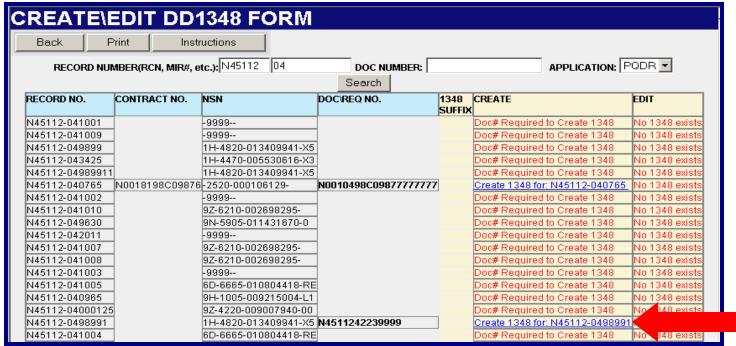
# Create/Edit DD1348



- Click "Instructions" to Display Instructions
- Enter Full or Partial Record Number or Doc
- Number Select Application (PQDR or SDR)
- Click "Search"



# **Create/Edit DD1348**



- Results Include All Records Matching Criteria
- For PQDRs Only Records With Requisition Numbers Are Ready For DD1348
  - Link to Create 1348 Appears in Blue if Record Qualifies
- Click Link to "Create 1348 for:"



DD 1348 FORM	
Back Save Display PDF Form	KEY: N45112-0498991 MODE: Create new 1348 APP: QDR
You must use Adobe Acrobat Reader version 5.x or higher to print the 1348 form[Download Adobe Now]	Auto Populate from QDR data.
MILSTRIP DATA	VIEW MILSTRIP MILSTRAP DESK GUIDE
*DOCUMENT NUMBER(30-44): N4511242239999 *SUFFIX:	NSN(8-22): 4820013409941X5
DOC IDENT (1-3):	RI FROM(4-6):
M&S(7):	<b>U</b> (23-24): EA
SUPP ADDR(45-50):	SIG(51):
FUND (52-53):	DISTRIBUTION(54-56):
PROJECT (57-59):	PRIORITY(60-61):
REQ'D DEL DATE(62-64):	ADV(65-66)
RI(67-69)	PUR(70)
cc <sub>(71)</sub>	MGT(72)
MCC(73)	UNIT PRICE(74-80) \$ 0
1348 DOCUMENT DATA	
(2). SHIP FROM DODAAC: N45112 Auto Fill	(3). SHIP TO DODAAC: W62G2T Auto Fill
NAVAL SEA LOGISTICS CENTER DETACH	DEFENSE DISTRIBUTION DEPOT SAN JO
80 DANIEL ST	ATTN: DDJC-V
PORTSMOUTH, NH 03801-3884	TRACY, CA 95376  (6) DOC DATE: 03/02/2004
(4). MARK FOR:	(3), DOC DATE. ON OLIVERON TO
(6). NMFC:	(7). FRT RATE:
(8).TYP CARGO:	(9). PS:
(10). QTY REC'D:  2	(11). UP:
(12). UNIT WEIGHT:	(13). UNIT CUBE:
(14). UFC:	(15). SL:
(16). FREIGHT CLASSIFICATION NOMENCLATURE:	
(17). ITEM NOMENCLATURE: VALVE, GAGE	
(18). TY CONT :	(19). NO CONT :
(20). TOTAL WEIGHT:	(21). TOTAL CUBED:
(22). RECEIVED BY:	(23). DATE RECEIVED:
ADDITIONAL DATA (Maximum 200 characters)  CHARGE SHIPPING TO 198X45701	in the second se
Charge Shipping to 198245701	
LOCATION DETAIL: FBPT400-0123	<u>v</u>

- Top Section Contains MILSTRIP Data
- Click "Auto Populate From QDR Data"
  - Fills In Available
     Fields From QDR
- Enter Document Number Suffix (A-Z)

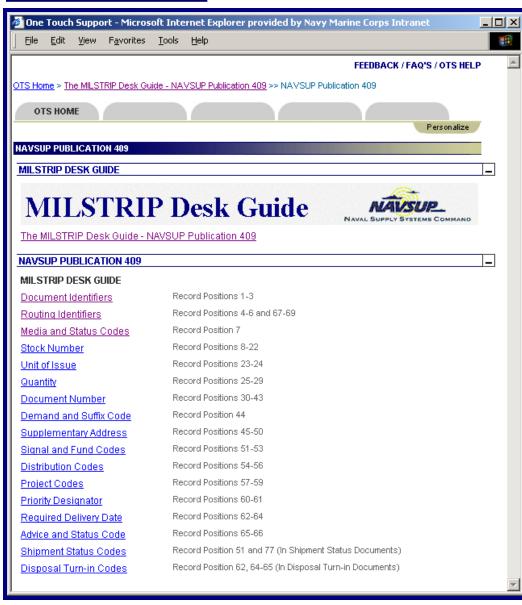


DD 1348 FORM	
Back Save Display PDF Form	KEY: N45112-0498991 MODE: Create new 1348 APP: QDR
You must use Adobe Acrobat Reader version 5.x or higher to print the 1348 form[Download Adobe Now]	Auto Populate from QDR data.
MILSTRIP DATA	VIEW MILSTRIP/MILSTRAP DESK GUIDE
*DOCUMENT NUMBER(30-44): N4511242239999 *SUFFIX:	NSN(8-22): 4820013409941X5
DOC IDENT (1-3):	RI FROM(4-6):
M&S(7):	UI(23-24): EA
SUPP ADDR(45-50):	SIG(51):
FUND(52-53):	DISTRIBUTION(54-56):
PROJECT(57-59):	PRIORITY(60-61):
REQ'D DEL DATE(62-64):	ADV(65-66)
RI(67-69)	PUR(70)
cc <u>(71)</u>	MGT (72)
MCC(73)	UNIT PRICE(74-80) \$ 0
1348 DOCUMENT DATA	
(2). SHIP FROM DODAAC: N45112 Auto Fill	(3). SHIP TO DODAAC: W62G2T Auto Fill
NAVAL SEA LOGISTICS CENTER DETACH	DEFENSE DISTRIBUTION DEPOT SAN JO
80 DANIEL ST PORTSMOUTH, NH 03801-3884	ATTN: DDJC-V TRACY, CA 95376
(4). MARK FOR:	(5). DOC DATE: 03/02/2004
	(5), DOC DATE: 103/02/2004
(6). NMFC:	
(8).TYP CARGO:	(9). PS:
(10). QTY REC'D: 2 (12). UNIT WEIGHT:	(11). UP:
	(13). UNIT CUBE:
(14). UFC:	(15). SL:
(16), FREIGHT CLASSIFICATION NOMENCLATURE:   (17), ITEM NOMENCLATURE:  VALVE, GAGE	
(17), THEM NOMENCEATURE:   YALVE, GAGE	(19), NO CONT :
(20). TOTAL WEIGHT:	
(22), RECEIVED BY:	(21). TOTAL CUBED:
ADDITIONAL DATA (Maximum 200 characters)	(23). DATE RECEIVED:
CHARGE SHIPPING TO 198X45701	_
	<b>-</b>
LOCATION DETAIL: FBPT400-0123	

 Click "View MILSTRIP/MILSTRAP Desk Guide" for References on Other Fields



### **MILSTRIP Desk Guide**



- Lists Codes and References to Fields on DD1348
- Close Window to Return to PDREP



DD 1348 FORM	
	KEY: N45112-0498991 MODE: Create new 1348 APP: QDR
Back Save Display PDF Form	THE THE THOUSE HOSE. GIVEN 1040 MIT. WEIL
You must use Adobe Acrobat Reader version 5.x or higher to print the 1348 form[Download Adobe Now]	Auto Populate from QDR data
MILSTRIP DATA	VIEW MILSTRIP MILSTRAP DESK GUIDE
*DOCUMENT NUMBER(30-44): N4511242239999	NSN(8-22): 4820013409941X5
DOC IDENT(1-3):	RI FROM(4-6):
M&S(7):	ui <u>(23-24)</u> : EA
SUPP ADDR(45-50):	SIG(51):
FUND (52-53):	DISTRIBUTION(54-56):
PROJECT(57-59):	PRIORITY(60-61):
REQ'D DEL DATE(62-64):	ADV (65-66)
RI(67-69)	PUR(70)
cc <sub>(71)</sub>	MGT (72)
MCC(73)	UNIT PRICE(74-80) \$ 0
1348 DOCUMENT DATA	
(2). SHIP FROM DODAAC: N45112 Auto Fill	(3). SHIP TO DODAAC: W62G2T Auto Fill
NAVAL SEA LOGISTICS CENTER DETACH	DEFENSE DISTRIBUTION DEPOT SAN JO
80 DANIEL ST	ATTN: DDJC-V
PORTSMOUTH, NH 03801-3884	TRACY, CA 95376  (5) DOC DATE: 03/02/2004
(4). MARK FOR:	(3), DOC DATE.   OSTOCYCOOT
(6). NMFC:	(7). FRT RATE:
(8).TYP CARGO:	(9). PS:
(10). QTY REC'D: 2	(11), UP:
(12). UNIT WEIGHT:	(13). UNIT CUBE:
(14). UFC:	(15). SL:
(16). FREIGHT CLASSIFICATION NOMENCLATURE:	
(17), ITEM NOMENCLATURE: VALVE, GAGE	
(18). TY CONT :	(19). NO CONT :
(20). TOTAL WEIGHT:	(21). TOTAL CUBED:
(22). RECEIVED BY:	(23). DATE RECEIVED:
ADDITIONAL DATA (Maximum 200 characters)	
CHARGE SHIPPING TO 198X45701	
LOCATION DETAIL: FBPT400-0123	

- Bottom Section Contains Shipping Document Data
- "Ship From DODAAC" Defaults to Originating Activity
- Enter "Ship To DODAAC"
  - Click "Auto Fill" for Ship From and Ship To Addresses



Back	Save	Display PDF Form	KEY: N45112-0498991 MODE: Create new 1348 APP: QDR
ou must use Adobe	Acrobat Reader ver	rsion 5.x or higher to print the 1348 form[Download]	Auto Populate from QDR data
MILSTRIP D	ATA		VIEW MILSTRIP/MILSTRAP DESK GUIDE
		N4511242239999 *SUFFIX:	NSN(8-22): 4820013409941X5
OC IDENT(1-3):		,	RIFROM(4-6):
1&S(7):			UI(23-24): EA
SUPP ADDR(45-	50):		SIG(51):
UND(52-53):			DISTRIBUTION (54-56):
PROJECT (57-59)	):		PRIORITY(60-61):
EQ'D DEL DATE	(62-64)	1	ADV(65-66)
<b>U</b> (67-69)			PUR(70)
CC(71)			MGT(72)
ACC(73)			UNIT PRICE(74-80) \$ 0
348 DOCUM	MENT DATA		
2). SHIP FR	OM DODAA	C: N45112 Auto Fill	(3). SHIP TO DODAAC: W62G2T Auto Fill
	STICS CENTER	DETACH	DEFENSE DISTRIBUTION DEPOT SAN JO
80 DANIEL ST			ATTN: DDJC-V
PORTSMOUTH,	NH 03801-3884		TRACY, CA 95376
4). MARK FOR:	_		(3), DOC DATE. POSTOCICOST
6). NMFC:			(7). FRT RATE:
8).TYP CARGO:			(9), PS:
10). QTY REC'D:			(11). UP:
12). UNIT WEIGH	łT:		(13). UNIT CUBE:
14). UFC:			(15). SL:
		NOMENCLATURE:	
	NCLATURE: VA	ALVE, GAGE	
18). TY CONT :			(19). NO CONT :
20). TOTAL WEI			(21), TOTAL CUBED:
22). RECEIVED E	,	(manual 000 standard)	(23). DATE RECEIVED:
	L DAIA (Ma) PING TO 198	ximum 200 characters)	Ā
omanor JHIP	. 140 10 190		
			_
			7

- Fill In As Much Additional Information As Available
  - Qty Rec'd and Nomenclature Will Auto-Populate From QDR If Available
  - Shipping Personnel
     Will Complete
     Remainder



DD 1348 FORM	
Back Save Display PDF Form	KEY: N45112-0498991 MODE: Edit existing 1348 APP: QDR
You must use Adobe Acrobat Reader version 5.x or higher to print the 1348 form[Download Adobe Now]	Auto Populate from QDR data.
MILSTRIP DATA	VIEW MILSTRIP MILSTRAP DESK GUIDE
*DOCUMENT NUMBER(30-44): N4511242239999 *SUFFIX: A	NSN(8-22): 4820013409941X5
DOC IDENT (1-3):	RI FROM(4-6):
M&S(7):	UI(23-24): EA
SUPP ADDR(45-50):	SIG(51):
FUND (52-53):	DISTRIBUTION (54-56):
PROJECT(57-59):	PRIORITY(60-61):
REQ'D DEL DATE(62-64):	ADV(65-66)
RI (67-69)	PUR(70)
cc <u>(71)</u>	MGT (72)
MCC(73)	UNIT PRICE(74-80) \$ 0
1348 DOCUMENT DATA	
(2). SHIP FROM DODAAC: N45112 Auto Fill	(3). SHIP TO DODAAC: W62G2T Auto Fill
NAVAL SEA LOGISTICS CENTER DETACH	DEFENSE DISTRIBUTION DEPOT SAN JO
80 DANIEL ST	ATTN: DDJC-V
PORTSMOUTH, NH 03801-3884	TRACY, CA 95376
(4). MARK FOR:	(5). DOC DATE: 03/02/2004
(6). NMFC:	(7). FRT RATE:
(8).TYP CARGO:	(9). PS:
(10). QTY REC'D: 2	(11). UP:
(12). UNIT WEIGHT:	(13). UNIT CUBE:
(14). UFC:	(15). SL:
(16). FREIGHT CLASSIFICATION NOMENCLATURE:	
(17), ITEM NOMENCLATURE: VALVE, GAGE	
(18). TY CONT :	(19). NO CONT :
(20). TOTAL WEIGHT:	(21). TOTAL CUBED:
(22). RECEIVED BY:	(23). DATE RECEIVED:
ADDITIONAL DATA (Maximum 200 characters)	
CHARGE SHIPPING TO 198X45701	
	Y
LOCATION DETAIL: FBPT400-0123	

- Click "Save"
  - Note That "Mode"
     Changes to "Edit
     Existing 1348" After
     Save
- Click "Display PDF Form" to Review and Print 1348



1 2 3 4 5 6 7   23 24 25 24 27 28 29   45 46 47 48 48 50 51 52 53 53 54 55 60 60 61 63 63 63 66 66 67 68 68 70 71 72 72 72 72 72 72 72 72 72 72 72 72 72	74/75/76/77/78/88 1. TOTAL PRICE 2. SHIP FROM 3. SHIP TO WAS 2/G 2/T WAS 12 TO WAS 12
24. DOC MANDER 6. SUPPIX (30-44) N4511242239999	5. DATE ISSUED 6. NEWFC 7. FET BATE 6. TYP CARGO 9. FG  10. OFT 11. UP 12. CHIT WEIGHT 13. UNIT CO 14. UFC 15. SL  2  16. FREIGHT CLASSIFICATION MOMENCLATURE
25. HARICHAL STOCK MUMBER 4 ADD (8-21)  4820013409941X5  26. RIC (4-6) UT (23-24) QTT (25-29)	17. ITEM HOMENCLATURE VALVE, GAGE 18. TY CONT 19. NO COUNT 20. TOTAL W7 21. TOTAL CU
Come come (71) DEET (55-56) UP (74-90)  EA 2	22. PROCEIVED BY  23. DATE RECEIVED  HARK FOR DIMENSIONS
27 ACCITIONAL DATA CHARGE SHIPPING TO 198X45701	CRASP APL  SHIP TO: W62G2T  DEFENSE DISTRIBUTION DEPOT SAN JOAQUIN
MATERIAL LOCATION: FBPT400-0123	ATTN: DDJC-V TRACY, CA 95376

- Partially Completed DD1348
- Shipper Will Complete Additional Fields As Necessary
- Close Window to Return to PDREP

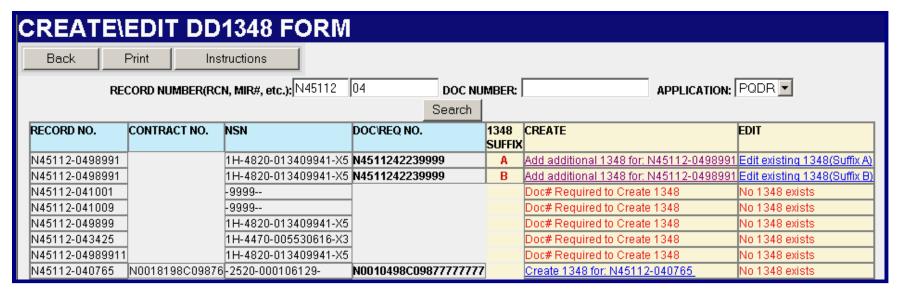


You must use Adobe Acrobat Reader version 5.x or higher to print the 1348 form[Download Auto Pop MILSTRIP DATA  'DOCUMENT NUMBER(30-44): N4511242239999 'SUFFIX: A NSN(8-22): 482(1)	2-0498991 MODE: Edit existing 1348 APP: QDR ulate from QDR data III.STRAP DESK GUIDE 1013409941X5
### MILSTRIP DATA  *DOCUMENT NUMBER(30-44): N4511242239999 *SUFFIX: A NSN(8-22): 4820	IILSTRAP DESK GUIDE
MILSTRIP DATA 'DOCUMENT NUMBER(30-44): N4511242239999 'SUFFIX: A NSN(8-22): [4820]	IILSTRAP DESK GUIDE
	013409941X5
DOC IDENT (1-3): RI FROM (4-6):	
M&S(7): UI(23-24): EA	
SUPP ADDR(45-50): SIG(51):	
FUND (52-53): DISTRIBUTION (54	-56):
PROJECT (57-59): PRIORITY (60-61):	
REQ'D DEL DATE(62-64): ADV(65-66)	
RI(67-69) PUR(70)	
CC(71) MGT(72)	
MCC(73) UNIT PRICE(74-80	) \$ 0
1348 DOCUMENT DATA	
	DODAAC: W62G2T Auto Fill
	UTION DEPOT SAN JO
80 DANIEL ST ATTN: DDJC-V PORTSMOUTH, NH 03801-3884 TRACY, CA 9537	:
(4). MARK FOR: (5). DOC DATE:	
(6). NMFC: (7). FRI RATE:	3,02,2004
(8).TYP CARGO: (9). PS:	
(10), QTY REC'D: 2 (11), UP:	
(12). UNIT WEIGHT: (13). UNIT CUBE:	
(14). UFC: (15). SL:	
(16). FREIGHT CLASSIFICATION NOMENCLATURE:	
(17). ITEM NOMENCLATURE: VALVE, GAGE	
(18). TY CONT : (19). NO CONT :	
(20). TOTAL WEIGHT: (21). TOTAL CUBE	:D:
(22). RECEIVED BY: (23). DATE RECEIVED	/ED: [50]
ADDITIONAL DATA (Maximum 200 characters)	
CHARGE SHIPPING TO 198X45701	_
FDDT-100-0100	▼
LOCATION DETAIL: FBPT400-0123	

 Click "Back" to Return to Create/Edit DD1348 Page



### **Create/Edit DD1348**

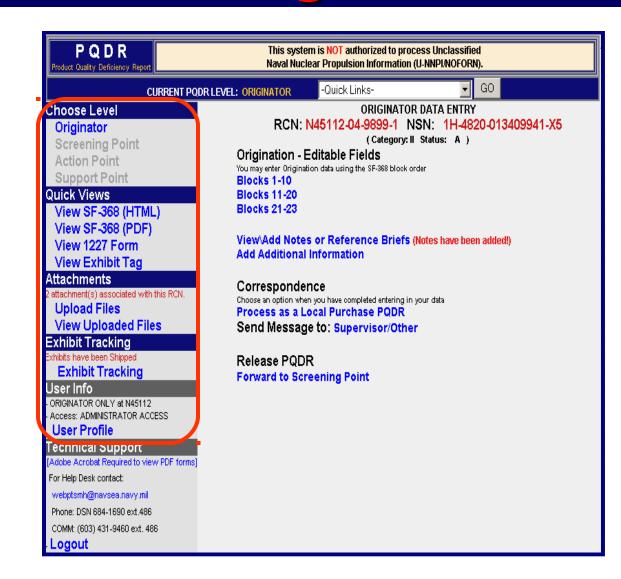


- Lines Will Appear in Search Results for Each New 1348 Created
  - New 1348 Requires a New Suffix (A-Z)
- Links Available to "Add Additional 1348" and "Edit Existing 1348"
- Click "Back" to Return to PDREP Welcome Page



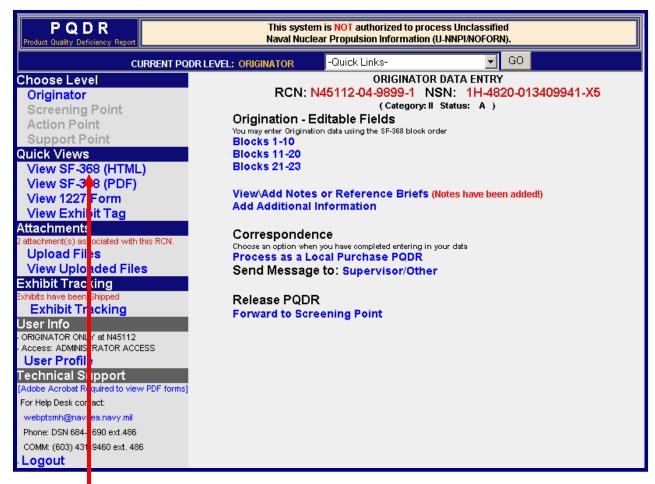
### PQDR Base Page

- Access Level
- Quick Views for Forms
- Manage Attachments
- Track Exhibits
- Access User Profile





### **View SF-368**



Click "View SF-368"



# **View SF-368**

PRODUCT	QUALITY DEFICIE	NCY REPO	RT			CATEGORY II			
1a. FROM (Originator) N45112 NAVAL SEA LOGISTICS CENTER DETACHMENT 80 DANIEL ST PORTSMOUTH, NH 03801-3884					2a. TO (Screening Point)  N/A  N/A  N/A				
1b. NAME, TELEPHONE NO. AND EMAIL TRAIN X				1c. DATE	2b. NAME, TELEPHONE NO. AND EMAIL 2c.			2c. DATE	
3. REPORT CO	NTROL NO.	4. DATE DEF. DISC.		5. NATIONAL STOCK NO.(NSN)		4)	6. NOMECLATURE		
N45112-04-989	9	01/28/2004		1H-4820-01-34	0-9941-X5		VALVE, GAGE		
7a. MANUFAC	TURER/CITY/STATE		7b. MFRS.COE	E	7c. SHIPPER/C	ITY/STATE		8. MFRS. PAR	r No.
	NE AND TOOL INC. PHILADELPHIA, PA	ABC12		NAVAL INVENTORY CONTROL POINT \$450 CARLISLE PIKE MECHANICSBURG, PA 17055-0788					
9. SERIAL/LOT LOT NUMBER 2		10a. CONTRACT NO. 10  Not Provided/Unknown		10b. PURCHAS	10b. PURCHASE ORDER NO. 10c. REQUISI				
11. ITEM		12. DATE RECVD., MFRD., REPAIRED, OR OVERHAULED  RECEIVED DATE: 01/28/2004		AIRED, OR	13. OPERATING TIME AT 1 FAILURE		14. GOVERMENT FURNISHED MATERIAL NO		
15. QUANTITY				b. INSPECTED	10	c. DEFICIENT	2	d. IN STOCK 8	
16. DEFICIENT ITEM WORKS ON/WITH	a. END ITEM (Aircraft,mower,etc.)	(1) TYPE/MODEL/SERIES		,	NSN			(2)SERIAL NO.	
	b. NEXT HIGHER ASSEMBLY	(1) NSN 7H-4310-00-004-2540		(2) NOMENCLA COMPRES VAC			(4) SERIAL NO.		
17. UNIT COST		18. ESTIMATE	D REPAIR COST	г	19a. ITEM UNI	DER WARRANTY	50	19b. EXPIRATI	ON DATE
\$ 0.00 / EACH		\$ 0.00		UNKNOWN					
20. WORK UNIT	CODE/EIC (Navy and	Air Force Only	/)/USMC TAM						
21. ACTION/DISPOSITION									
HOLDING									
22. DETAILS (Describe, to best ability, what is wrong, how and why, circumstances priorto difficulty, description of difficulty, cause, action taken, including disposition, recommendations.)									
(See Attached Sheet) Action Item									
23. LOCATION	OF DEFICIENT MATER	AL							
NAVAL INVENT	ORY CONTROL POINT								



### View SF-368

24a. TO (Action Point)	25a. TO (Support Point) (Use Rems 26 and 27 if more than one)				
N/A		N/A			
N/A		N/A			
N/A		N/A			
24b. NAME, TELEPHONE NO. AND EMAIL	24c. DATE	25b. NAME, TELEPHONE NO. AND EMAIL 25c. DATE			
26a. TO (Support Point)	I	27a. TO (Support Point)			
26b. NAME, TELEPHONE NO. AND EMAIL	26c. DATE	27b. NAME, TELEPHONE NO. AND EMAIL	27c. DATE		
28. FINDINGS AND RECOMMENDATIONS OF INVESTIGAT	TION				
29. ACTION TAKEN					
30. RESULTS OF DEPOT SURVEILLANCE					
Standard Form 368 (Rev. 10-85)					

#### PRODUCT QUALITY DEFICIENCY REPORT SUPPLEMENT SHEET

RCN: N45112-04-9899

#### 22. DETAILS:

GOVERNMENT OWNED: UNKNOWN

MATERIAL LEVEL: NON-LEVEL 1 NON-NUCLEAR

ATTRIBUTES: 2AM-MECHANICAL OPERATIONAL MALFUNCTION,3AL-MECHANICAL TESTING

MIRs: NONE

DESCRIPTION OF DEFICIENCY: TESTED UNITS FAILED PRESSURE TEST AT 450PSI.

CATEGORY I JUSTIFICATION: N/A PREVIOUS FAILURE COUNT: 9

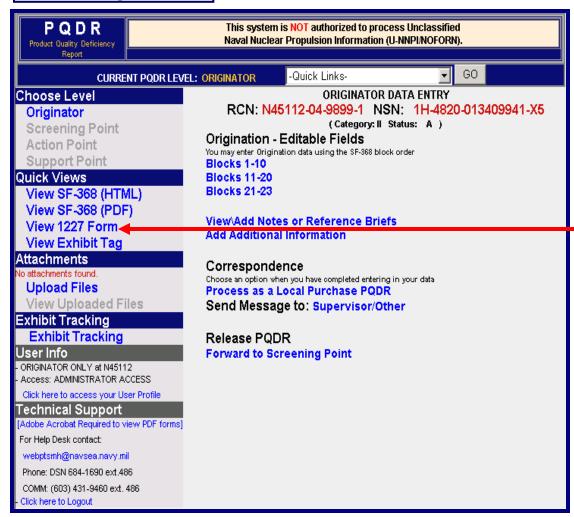
#### ATTACHMENTS:

Test document for PQDR Upload.doc - Test document to show document upload function for training., PQDR Training Picture.jpg - Image of globe valve to demonstrate file upload function for training.

23c. LOCATION OF EXHIBIT NARRATIVE: BLDG. 400, ROW 29, BAY 3



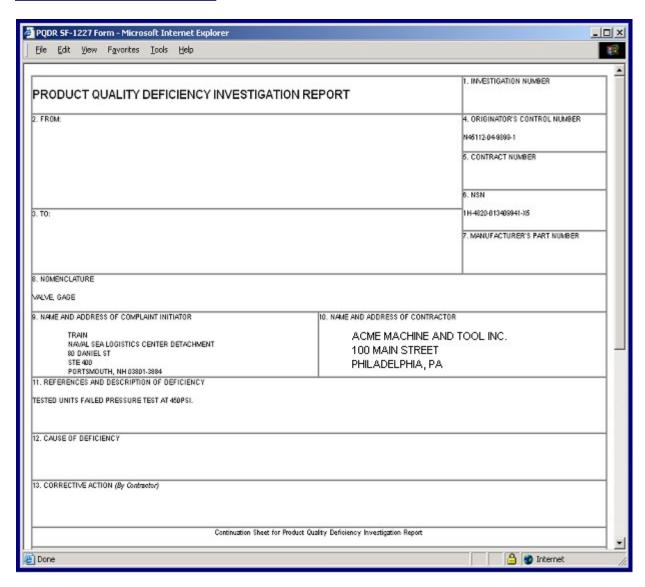
### View 1227 Form



- Click "View 1227 Form"
  - Shows Investigation Report



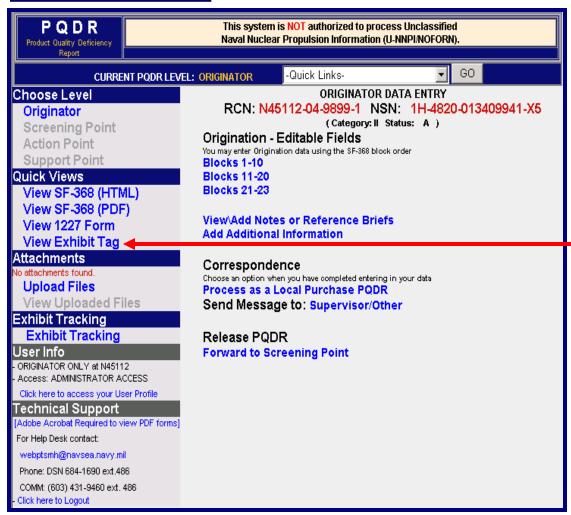
### View 1227 Form



 Form Will Show Investigation Results When Completed



## View Exhibit Tag



- Click "View Exhibit Tag"
  - Shows Exhibit
     Tag for Shipped
     Exhibits



# View Exhibit Tag

1	https://nslc	ptsmh-s3t.	.navsea.na	vy.mil/PDREP/Silve	rStream/Pages/pgExhi	ibitTag.html - Microsoft Internet Explorer	×
	File Edit V	/iew Favor	rites Tools	Help			
Ž							
ľ				PRODUC?	Γ QUALITY DE	EFICIENCY REPORT	
	1. RCN N45112 - 04989	991		2. DATE (MM/DD/Y	YYY)	3. ORIGINATING ACTIVITY N45112	
	4. NSN 1H-4820-01340	09941-X5	-	5. PART NO.		6. SERIAL/LOT/BATCH NO. 235964-03	
	7. CONTRACT		1	B. QTY RECEIVED 10	9. QTY DEFICIENCT 2	10. ITEM DESCRIPTION VALVE, GAGE	
П				AT IS WRONG			
12. NAME (Last, First, Middle Initial) 13. TELEPHONE (Include Area Code) TRAIN X							
DD Form 2332, JAN 1999				PREVIOUS EDITION I	MAY BE USED	WHS/DIOR, Jan 99	
I	PRODUCT QUALITY DEFICIENCY REPORT						
14. SCREENING POINT/DEPOT 15. DATE EXHIBIT RELEASED (MM/DD/YYYY)   16. EXHIBIT RELEASED TO							
	DD Form 2332,	, (BACK), J.	AN 1999				

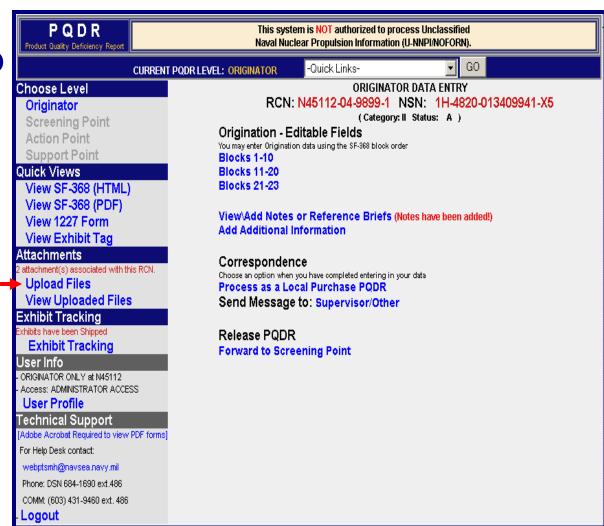
 Shows Tag That Accompanies Exhibit During Investigation



# **Upload Files**

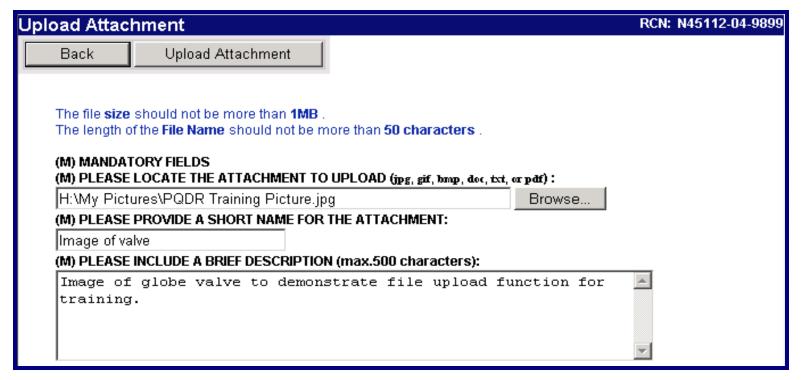
# Attach Files to PQDR

- Click "Upload Files"
  - Images
  - Documents





# **Upload Files**



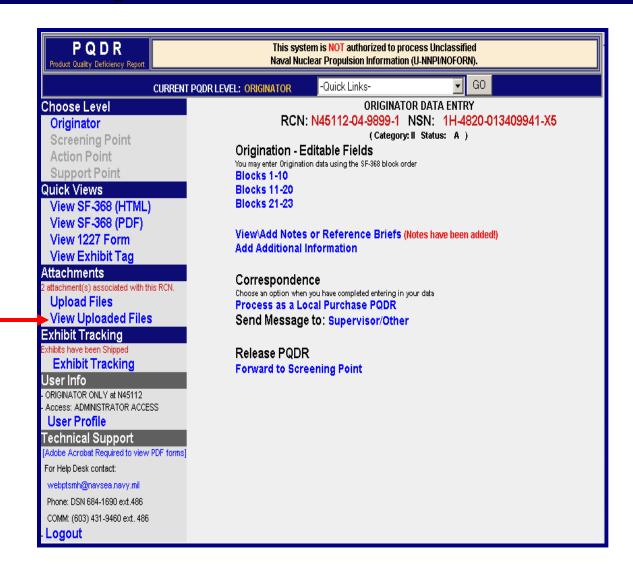
- Browse to File, Enter Description
- Click "Upload Attachment"
- Repeat for Each Attachment



## **View Uploaded Files**

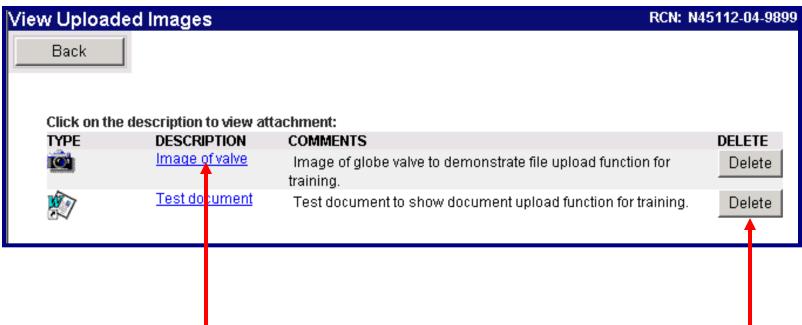
### View Uploaded Files Link Appears

Click "View Uploaded Files"





## View Uploaded Images



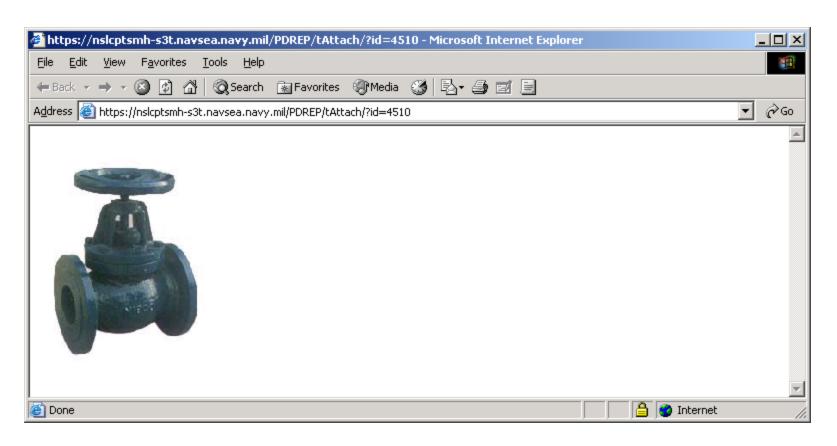
Click on Description of File to Open

Click "Delete" to Remove File



# View Uploaded Images

### **Uploaded File Opens in New Window**



**Can Close Window Without Exiting PDREP** 

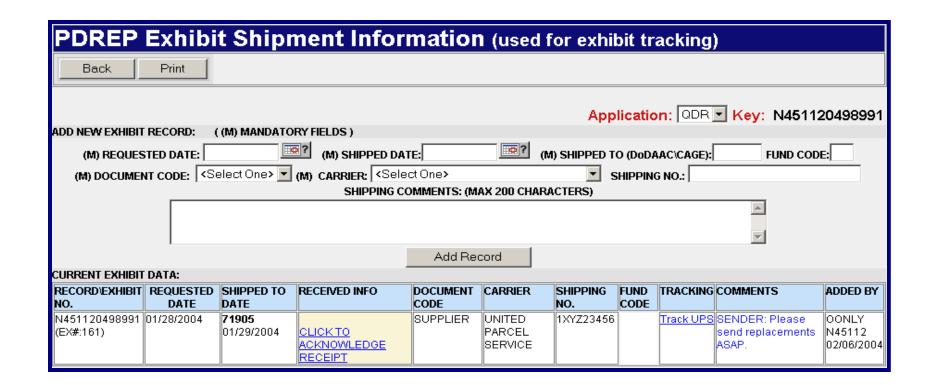


# Ship and Track Exhibits

Click "Exhibit Tracking"

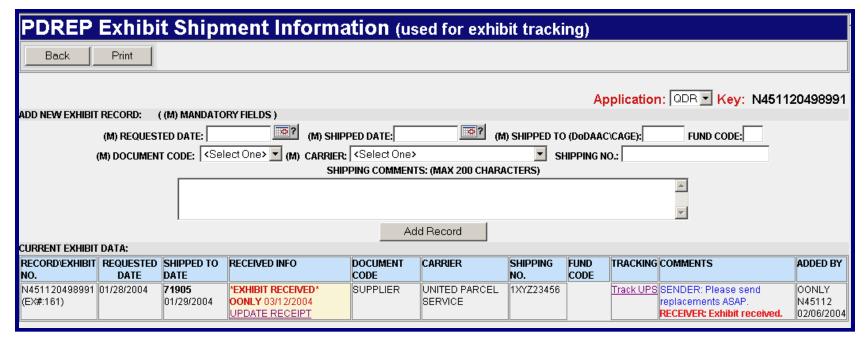






Enter New Exhibit Shipping Information

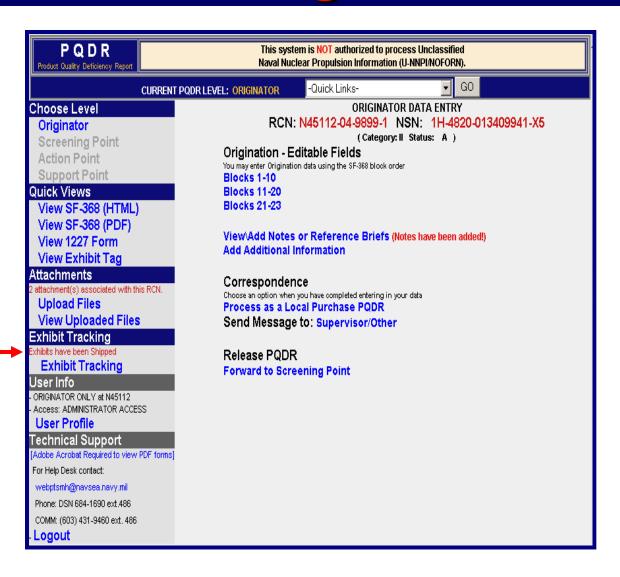




- View Previously Shipped Exhibit Tracking Info
- View Receipt Acknowledgement and Comments
- Track Exhibit Shipment Online

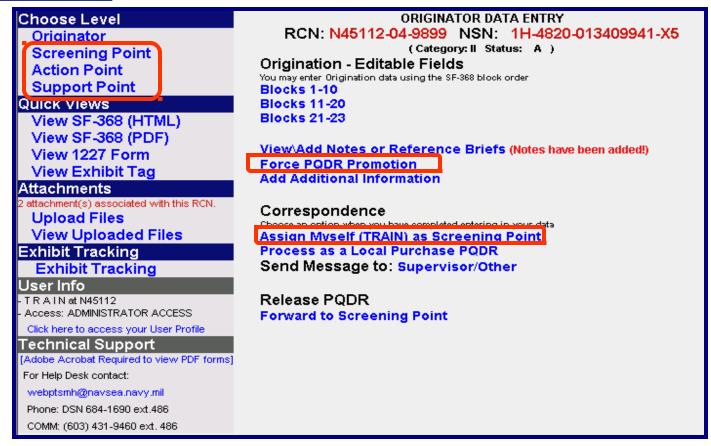


"Exhibits have been — Shipped" Alert Appears





# PQDR Base Page



- Some Links Only Available With Higher Access Levels
  - Screening, Action and Support Point Levels
  - Force PQDR Promotion
  - Assign Myself as Screening Point



### **Force PQDR Promotion**

#### Choose Level

Originator

**Screening Point** 

Action Point

**Support Point** 

#### Quick Views

View SF-368 (HTML)

View SF-368 (PDF)

View 1227 Form

View Exhibit Tag

#### Attachments

2 attachment(s) associated with this RCN.

Upload Files

View Uploaded Files

### Exhibit Tracking

### Exhibit Tracking

### User Info

-TRAIN at N45112

- Access: ADMINISTRATOR ACCESS

Click here to access your User Profile

#### Technical Support

[Adobe Acrobat Required to view PDF forms]

For Help Desk contact:

webptsmh@navsea.navy.mil

Phone: DSN 684-1690 ext.486

COMM: (603) 431-9460 ext. 486

#### **ORIGINATOR DATA ENTRY**

RCN: N45112-04-9899 NSN: 1H-4820-013409941-X5

(Category: II Status: A )

#### Origination - Editable Fields

You may enter Origination data using the SF-368 block order

Blocks 1-10 Blocks 11-20

**Blocks 21-23** 

View\Add Notes or Reference Briefs (Notes have been added!)

Force PQDR Promotion

Add Additional Information

#### Correspondence

Choose an option when you have completed entering in your data Assign Myself (TRAIN) as Screening Point

Process as a Local Purchase PQDR

Send Message to: Supervisor/Other

#### Release PQDR

Forward to Screening Point

# Force PQDRPromotion

Force PQDRs
 Entered Outside
 System Through
 Levels



# **Assign Myself**

#### Choose Level

Originator Screening Point Action Point Support Point

#### Quick Views

View SF-368 (HTML) View SF-368 (PDF) View 1227 Form View Exhibit Tag

#### Attachments

2 attachment(s) associated with this RCN.
Upload Files
View Uploaded Files

### **Exhibit Tracking**

**Exhibit Tracking** 

#### User Info

- TRAIN at N45112

- Access: ADMINISTRATOR ACCESS

Click here to access your User Profile

#### Technical Support

[Adobe Acrobat Required to view PDF forms]

For Help Desk contact:

webptsmh@navsea.navy.mil

Phone: DSN 684-1690 ext.486 COMM: (603) 431-9460 ext. 486

#### **ORIGINATOR DATA ENTRY**

RCN: N45112-04-9899 NSN: 1H-4820-013409941-X5

(Category: II Status: A )

#### Origination - Editable Fields

You may enter Origination data using the SF-368 block order

Blocks 1-10 Blocks 11-20 Blocks 21-23

View\Add Notes or Reference Briefs (Notes have been added!)
Force PODR Promotion

**Add Additional Information** 

#### Correspondence

Choose an option when you have completed entering in your data Assign Myself (TRAIN) as Screening Point

Process as a Local Purchase PQDR

Send Message to: Supervisor/Other

#### Release PQDR

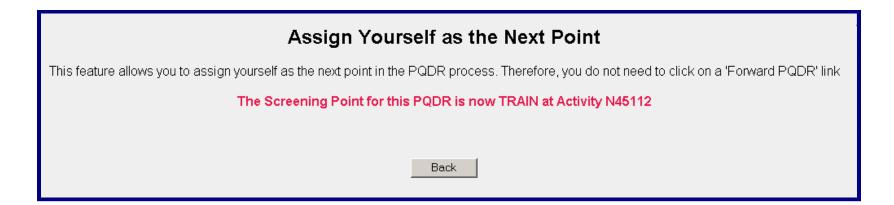
Forward to Screening Point

Click "Assign Myself as Screening Point"

> Automatically Assigns - No "Save" Needed



# **Assign Myself**

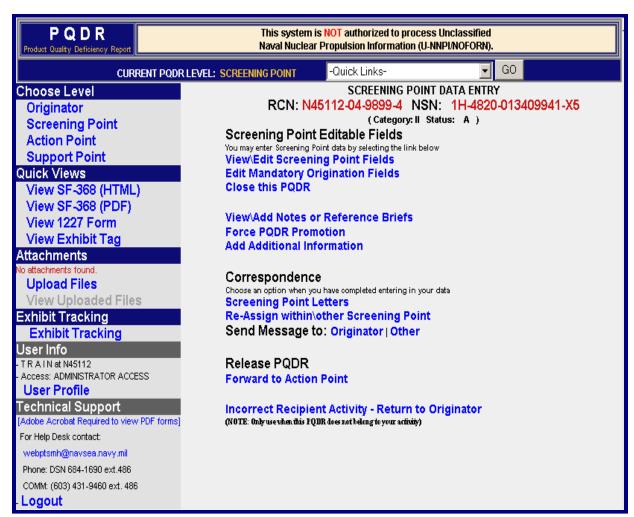


### **Confirmation Page Displays**

 Click "Back" to Return to PQDR Base Page at Screening Point Level



# **Assign Myself**



### PQDR Base Page at Screening Point Level



# Wrap Up

• Questions?

NSLC Help Desk

- Commercial: (603)431-9460 x486

- DSN: 684-1690 x486